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ABSTRACT

Intended primarily for distribution to public archival institutions, this sample questionnaire is designed to collect information on archival systems and services and related information on records management legislation or regulation. It is noted that the questionnaire is a simplification of a previous model and that it is being used for a worldwide survey of archival institutions by the United Nations Educational, Scientific, and Cultural Organization (UNESCO) and the International Council on Archives (ICA), as part of UNESCO's Records and Archives Management Programme (RAMP). A glossary of terms used in the questionnaire is provided, which is based on a final draft of a more extensive glossary also developed by UNESCO and ICA. Instructions for reporting statistical data precede the questionnaire itself, which has nine sections covering general information, legislation and regulations, personnel, budget, buildings and equipment, holdings, operations, services, and record centers. A 27-item bibliography of RAMP and related documents is also provided. (ESR)

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A GUIDE FOR SURVEYING ARCHIVAL AND RECORDS MANAGEMENT SYSTEMS AND SERVICES: A RAMP STUDY

prepared by

Frank B. Evans and Eric Ketelaar

General Information Programme and UNISIST

United Nations Educational,
Scientific and Cultural Organization

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PREFACE

The Division of the General Information Programme of Unesco, to better assist in meeting the needs of Member States, particularly developing countries, in the specialized areas of Archives Administration and Records Management, has developed a long-term Records and Archives Management Programme - RAMP.

The basic elements of Ramp reflect and contribute to the overall themes of the General Information Programme itself. RAMP thus includes projects, studies and other activities intended to:

1. Promote the formulation of information policies and plans (national, regional and international)
2. Promote and disseminate methods, norms and standards for information handling.
3. Contribute to the development of information infrastructures
4. Contribute to the development of specialized information systems in the fields of education, culture and communication and the natural and social sciences.
5. Promote the training and education of specialists in and users of information

The present study lies in the area of methods, norms and standards, and is intended primarily for senior archivists, managers and directors of Archival and Records Management systems and services. It is also intended to be used in professional training courses. Its purpose is to assist in disseminating and in promoting the adoption of the concepts and terminology, the definitions of functions and activities, and the units of measurement that have been developed through close cooperation between Unesco and the International Council on Archives for collecting essential data in the study of Archival and Records Management systems and services.

Comments and suggestions regarding the Study are welcomed and should be addressed to the Division of the General Information Programme, Unesco, 7 Place de Fontenoy, 75007 Paris. Other studies prepared under the RAMP programme, as well as related publications in the information field, may also be obtained at the same address.

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INTRODUCTION

Archival repositories, like governments themselves, are among mankind's oldest institutions. And just as the organization, structure and functions of governments have varied from country to country and from time to time in the same country, so the archival repositories of governments have undergone similar development. The secret archives of earlier ages, intended to protect the rights and interests of rulers, have become the public archives of today, documenting the national identity and collective experience of the people, and establishing and protecting their rights and interests. To the traditional judicial, diplomatic and military archives have been added in the past two centuries the archives of other broad areas of public administration, and frequently those of industry and labour, and of the arts and sciences, depending upon the political, social and economic system of the country involved. Furthermore, during the past half century the volume of paper records created and received has increased tremendously as all governments have expanded their functions and activities into virtually every area of modern life, and to this mass of paper records have been added an ever greater volume of audio-visual and machine-readable records. Efforts to rationalize the creation, maintenance and use, and disposal of these modern records have resulted in the establishment of Records Management Programmes in a number of industrialized countries, and to closer relations between those responsible for 'administrative archives' (current and semi-current records) and those responsible for 'historical archives' in both industrialized and developing countries.

Despite these general trends and the resulting common problems faced by all archival institutions, the internal organization, functions and activities of public archival institutions have always reflected, and will necessarily continue to reflect, the administrative and record-keeping traditions and practices of the governments of which they are a part. The combined questionnaire and statistical report which constitutes this survey document is intended to accommodate this essential diversity of Archival and Records Management systems and services. While recognizing necessary diversity, however, this study places emphasis upon what have emerged as the basic functions and activities of all programmes that meet minimum professional standards. At the same time it is recognized that a number of archival institutions, particularly in the developing countries, do not currently have the volume and variety of holdings or the full range of functions and activities included in this survey, and thus do not at this time collect or have need for statistics in certain areas. The study, however, is intended not only to cover what resources currently exist and how they are managed, but also to indicate what a fully developed and professionally sound programme should encompass.

Basic to the concept of this study, as it is to the efficient and effective management of all modern Archival and Records Management systems and services, is the need for systematic collection and analysis of statistics. Archivists have tended to lag behind librarians and documentalists, particularly at the international level, in the collection and publication of statistics relating to their holdings and their services. Since their programmes are based on varying administrative traditions and record-keeping practices, they have lacked agreement on a common archival terminology, on uniform categories of materials, on the various functions and activities, and on units of measurement.

To help overcome these obstacles Unesco in 1977 organized two Working Groups under contract with the International Council on Archives (ICA), one to prepare a

draft statistical model, the other to begin work on a multilingual international glossary of archival terminology. The glossary is scheduled for publication by ICA late in 1982, and the terms used and defined in this survey are based upon the final draft of that document. The draft statistical model produced by the ICA Working Group was field-tested in 1978 by the Unesco Office of Statistics in cooperation with ICA, and was revised extensively at a meeting of experts convened by Unesco the following year. The present authors then undertook a further simplification of the model, and in its final form it is currently being used by the Unesco Office of Statistics and the ICA for a world-wide survey. An expanded version of the model is also currently being used for a survey of archival systems and services in African Member States that was approved by the twenty first session of the General Conference of Unesco.

The major objective of the present publication is to make more readily available to archival agencies and archivists the most recent revisions of the documents developed to conduct the above two surveys, and thus to promote and encourage adoption of the concepts and terminology, the definitions of functions and activities, and the units of measurement they incorporate. While the study is addressed primarily to public archival institutions, many of the provisions enumerated and considerations listed under the section on Legislation and Regulations are equally applicable to the charter or other programme statement of non-governmental archival repositories, while the data requested under Holdings, Operations and Services are applicable to archival material in the custody of other types of institutions, such as libraries or museums.

This study is most complete with regard to archival systems and services. It includes records management functions and activities under Legislation and Regulations, but does not attempt to define the scope and content of these sub-programme areas, or to indicate units for their measurement. Further research and study is needed in these areas, particularly in countries where the avoidance of costs for space, equipment and labour are not paramount considerations and therefore not the usual methods for measuring programme efficiency and effectiveness. Similarly the concept and functions of record centres also require further study in an international context, one in which archives are not normally available for use until after a lapse of some thirty years, and where transfers of entire series of semicurrent records is meaningless because of different record keeping systems, administrative practices, and records disposal traditions. It is hoped that this publication will encourage and assist in these needed additional studies.

DEFINITIONS AND EXPLANATIONS OF TERMS USED

For convenience of reference, the terms used in this survey questionnaire are listed below in alphabetical order.

Accessions. Additions to the holdings of an archival institution acquired mainly by transfer, sometimes referred to as 'accruale' (including transfers from record centres), but also by permanent or revocable deposit, gift, purchase, or other method.

Note: A fundamental distinction for archival repositories is between (a) material acquired as a result of formal transfers and which therefore normally has an official and legal character, and (b) material acquired on deposit or by purchase, gift or other method, which may not have such a status. Please indicate any unusual situations in a note.

Administrative Unit. An archival institution or group of archival institutions under a single director or a single administration.

Appraisal. The function of determining the eventual disposal of records based upon their archival value, sometimes referred to as evaluation, review, selection or selective retention.

Archival Institution. An institution, regardless of its formal title, responsible for administering archives, i.e. non-current records that are preserved because of their archival value.

Archivist. A staff member in an archival institution or records centre who has an education or training considered by the institution as adequate for the performance of professional work with records and/or archives.

Arrangement and Description. All activities involved in bringing holdings under administrative and intellectual control, including the physical organization of the holdings and the preparation of published or unpublished finding aids (guides, inventories, catalogues, calendars, lists, indexes, location indexes/registers, etc.). This does not include any finding aids transferred or acquired with the records and not created by the archival agency. The volume of various categories of holdings under finding aid control should be reported.

Audio-visual Archives. Records usually separately maintained in an audio-visual unit or area, and containing information in pictorial and/or aural form, regardless of format. Audio-visual archives are further categorized as:

- Photographs (still pictures): negatives and prints, slides and transparencies, and film-strips, but excluding aerial photographs separately maintained and included under cartographic archives.
- Motion pictures (moving images) with or without sound: films, film loops, video tapes and other similar material not elsewhere classified.
- Sound recordings (phonograms): discs, tapes, cassettes, etc. and earlier forms thereof.

Cartographic Archives. Records, usually separately maintained in a cartographic unit of area, and containing information depicting in graphic or photogrammetric form a portion of the linear surface of the earth or of a heavenly body, such as

maps, charts, plans and related materials (globes, topographic and hydrographic charts, cartograms, relief models and aerial photographs) including related textual records.

Conventional Archives. The term is used to refer to manuscript and typescript material, generally on paper. For the purpose of this questionnaire the category includes printed archives (separately maintained as such), and computer print-outs selected for preservation, as well as conventional archives directly related to cartographic, audio-visual and machine-readable archives, even if physically located separately from the other conventional archives.

Description: See Arrangement and Description

Disposal: The actions taken with regard to noncurrent records following their appraisal and the expiration of their retention periods as provided for by legislation, regulations, or administrative procedure. Disposal, usually through destruction of accessioned archival material following its reappraisal, is referred to in this questionnaire on 'internal disposal'.

Documentary Publications. The publication, in whatever form, of authentic texts and other documents with appropriate description and critical annotation.

Drawings and Prints. Pictorial material, other than cartographic archives, audio-visual archives, and microforms, separately maintained in a special section or area.

Exhibition. The display of original documents or copies thereof for educational and cultural purposes. The exhibition may be permanent or non-permanent, and may be located either within or outside the premises of the archival institution.

Finding aid. A document, published or unpublished, listing or describing a body of archives thereby making them more readily accessible and comprehensible to the user. Basic finding aids include guides, inventories, catalogues, calendars, lists, indexes, location indexes or registers and, for machine-readable archives, software documentation. Sometimes called means of reference.

General Archives. A public archival agency, regardless of its formal title, responsible for administering the archives of all or most agencies at a particular level of government. General archival institutions are further categorized as:

- National, central or general state (in unitary countries) or federal (in federal countries)
- Regional (in unitary countries) or state (of component states in federal countries).
- Local (in both unitary and federal countries).

Holdings. The totality of archival material (sometimes called collections), in the custody of an archival institution.

Internal Disposal. See Disposal

Library Material. A distinction for reporting purposes should be made between material acquired and maintained for reference use by the staff and researchers, and material acquired as a result of legal deposit responsibilities. Legal deposit in any legal requirement that free copies of all works printed or published in a country be placed in specific repositories in that country.

Loan. The temporary physical transfer of archives to a location outside the archival institution for reference or consultation, reproduction, research or exhibition purposes. Loans 'for administrative use' refer to loans made to assist in the conduct of current business by any agency or official of the institution of which the archival agency is a component unit. Only the total number of loans is requested, without a breakdown by category of material.

Machine-readable Archives. Records, usually separately maintained in a specialized unit or area, and containing information usually in code, recorded on media such as magnetic discs, drums, tapes, punched cards, or tapes whose contents are accessible only by machine. Related documentation such as programmes, thesauri, etc. as well as printouts selected for preservation, should be reported in the section on conventional archives.

Microforms. All media used to record microimages. Only microforms that have been accessioned as part of the archival holdings should be reported. Microforms created or acquired as part of the library holdings should be reported only under that heading. Archival holdings of microforms may be categorized as:

- Microfilm in roll form.
- Microfiche and other microforms
- In reporting microfilming activity by the archival institutions, the total number of original exposures (in thousands of exposures) should be reported
- In reporting on the copying of microforms, the total production of positive and negative copies from existing microforms is requested

Motion Pictures (Moving Images) See Audio-visual Archives

Other Publications. See Publications

Personnel. All persons employed under the authority of the archival institution in carrying out its functions. In the total number of positions should be included all part-time positions in terms of full-time equivalents. To calculate the number of such full-time equivalents, add the total number of hours worked per week by all part-time staff and divide by the number of hours considered by the repository to be a full-time work week.

Supernumerary and occasional (non-permanent) personnel. This refers to personnel not on the budget of the archival institution, such as unpaid apprentices or trainees, volunteers, etc.

Permanent Archives Staff. Personnel on the budget of the archival institution, such as professional archivists, paraprofessional (or sub-professional) archivists (archival assistants, aides, etc.)

Photographs (Still Pictures). See Audiovisual Archives

Publications. The number of titles published, by letterpress, in microform or by other methods, of finding aids and other publications of which the archival institution is the principal author. Total pages refers to the total of the number of pages of all titles (exclusive of multiple copies). 'Other publications' include general informational and educational publications (leaflets and pamphlets, books, etc.), and official publications by the staff, such as yearbooks and journals. Not included are books or articles written by archive staff members but published outside the institution.

Preservation and Restoration/Repair. This refers to the basic archival function of storing and protecting archives. Specifically, it refers to the totality of processes and operations involved in the physical protection of archives against damage or deterioration, and in the restoration or repair of damaged or deteriorated documents. These include deacidifying, humidifying, flattening, bleaching, lamination, leaf-casting, encasing, and binding. Reportable units are based on the physical type or form of the materials involved:

- Conventional and cartographic archives:

  Paper sheets
  Non-paper documents (i.e. parchment, vellum, etc.)
  Bound volumes

- Other materials, such as seals (whether or not attached to documents) charts, tapes rewound, etc.

Printed Archives. See Conventional Archives

Record Centre. Irrespective of its title, any institution providing temporary accommodation for semi-current records, i.e. those no longer frequently used in the conduct of current business, but which cannot yet be destroyed or are not yet ready for transfer to an archival institution.

Recorded enquiries. Enquiries other than direct contact in the search room, including enquiries answered by telephone or in writing and by the sending of prepared general information, such as leaflets.

Reference Service. The activities involved in providing information about or from the holdings, including making the holdings available for use in search rooms (sometimes called production). For the purpose of this questionnaire, this does not include the furnishing of copies to users, which is reported elsewhere on the form.

Reprography and reproduction. As used in this questionnaire, all uses of copying, microcopying and related processes (except printing), to produce material for the archival agency's own use (e.g. security microfilm, search room and preservation copies), as well as copies for third parties (e.g. institutions or researchers, or for sale, gift or exchange).

Seals and other three-dimensional objects. Only unattached and separately maintained seals should be included under this category.

Search room. A room or area in an archival institution or records centre where finding aids and documents are consulted by users under the supervision of and with the assistance of archival personnel. Included are cubicles or special areas for reading microforms, typing, use of sound recorders, etc.

Service point. A point through which the administrative unit provides archival services, either the administrative unit (headquarters) itself, or its geographically separated subdivisions or branches.

Sound Recordings (Phonograms). See Audiovisual Archives

Special Archives. An archival institution, either public or private and regardless of its formal title, restricted mainly to:

- Holdings transferred by one government agency and its subordinate administrative units (for instance archives of a parliament or of a defence or foreign ministry), or by a number of similar types of public or private institutions and organizations (i.e. chambers of commerce, trade unions, business firms, ecclesiastic institutions, academies of science, hospitals, universities, political parties, families, etc.)

- Archival holdings acquired on the basis of subject content or common physical form (i.e. archives of literature and art, economic archives, audio-visual archives, motion picture or sound archives, machine-readable archives, etc.)

Stocktaking. The checking of the holdings of an archival repository to ensure that all items are in place or otherwise accounted for.

Storage Unit. Any physical unit of archival material, such as a volume, bundle, dossier, etc., made available in the search room(s). In situations where self-service of archival materials or copies (such as microfilms) preclude accurate reporting, an estimate for the total number of storage units used should be given. Loans from other institutions for use in the search room(s) should be included.

Supernumerary and Occasional (non-permanent) Personnel. See Personnel

Transfers-out. Any transfer of custody or termination of deposit resulting in a decrease of holdings.

User. A person who actually uses research room services, excluding persons in guided group visits.

Visit. Attendance of one user during one day or part of a day. If a user checks in more than once on the same day, this interrupted attendance should be counted as only one visit.

REPORTING OF STATISTICAL DATA

Statistical unit. The statistics reported in this questionnaire should be those of one 'administrative unit' only (see definition, above).

Reporting period. The statistical data should cover either the calendar year 1 January to 31 December, or the twelve-month period of the financial year.

Contract and interinstitutional arrangements. Data on conservation, repair, reprography, reproduction and other operations carried out by outside firms, but financed from the budget of the archival institution, should be included in the institutional data on these operations, as should data on these operations performed for other archival institutions. In each case please add an explanatory note and indicate percentage of totals involved. Operations carried out by one archival institution for another archival institution should be reported by the institution who requested the operation.

Linear metres. Holdings of archival institutions should be measured in linear running metres (indicated as m) of shelving occupied (or equivalent) equalling 1 metre long, and averaging 26 cm. deep and 37 cm. high. For conversion purposes: 1 linear foot = 0.305 metres. Cubic measurements of archival material, number of boxes, etc. should be converted into linear metres as follows:

1 cubic metre = 35.315 cubic feet = 10 linear metres.

N.B. This does not require the conversion of 'cubic capacity of areas' into linear metres of shelving.

Square metres. Area measurements of buildings should be converted into square metres as follows:

1 square metre - 10.764 square feet. (1 square foot = .929 square metre)

Physical Units: All statistics not measured in either linear or square metres should be reported in terms of the number of physical units, as indicated in each case.

Variant statistical data. Should the statistical data reported in the tables not correspond to the definitions, please explain how they differ. Also please give any additional explanations that may help in the correct interpretation of the data reported.

Estimates. Where exact figures cannot be given in reply to a question, please give an estimated figure, and indicate in a note the basis on which the estimate was obtained.

In completing the questionnaire, please indicate cases where no data are available and where the quantity is nil or negligible, and please do not leave any blanks. The following conventional signs should be used:

Data not available	...
Quantity nil or negligible	—
Estimates or provisional figures	*
Question not applicable	n.a.

SURVEY QUESTIONNAIRE

1. GENERAL

1.1 Report period: Calendar year _____; or final year ending _____
day/month/year

1.2 Official title of archival institution (administrative unit):

_____

1.3 Year archival institution was established: _____

1.4 Former title(s) of institution and inclusive date(s):

_____

_____

1.5 Street address:

_____

_____

1.6 Mailing address (if different than 1.5):

_____

_____

1.7 Government department, ministry, etc. to which archival institution is attached and/or to which it reports:

_____

1.8 Former government agencies to which archival institution was attached and inclusive dates:

_____

_____

_____

1.9 Please indicate the category of the archival institution

General Archives	Special Archives
☐ National, central, general state or federal	☐ Single-agency or type of institution oriented
☐ Regional or state	☐ Subject-content or physical-form oriented
☐ Local	

1.10 Total number of service points: _____: of which total are records centres: _____

1.11 Name and title of person completing this questionnaire:

_____

_____

2. LEGISLATION AND REGULATIONS

2.1 Is the archival institution and its programme based upon an official Records and/or Archives Act? Yes ☐ No ☐

2.1.1 Date (year) of Act: _____

2.1.2 Date(s) (years) of major amendment(s) and codification(s): _____: _____: _____.

2.2 Is the Act, with amendments, published in Archivum?

Yes ☐ No ☐ If yes,

2.2.1 Volume number: _____; year _____: pp _____.

2.3 To assist in implementing the Act, or in the absence of an official Act, has the Government or the archival institution issued official regulations (directives, circular letters, orders, notices, etc.) concerning records and/or archives? Yes ☐ No ☐ If yes,

2.3.1 Title(s) and date(s) of regulation(s):

_____

_____

_____

2.4 Are the regulations published in Archivum? Yes ☐ No ☐

2.4.1 Volume number: _____: year _____; pp. _____.

2.5 Does the Act or do the regulations:

2.5.1 Define 'records'? Yes ☐ No ☐

2.5.2 Define 'archives'? Yes ☐ No ☐

2.6 Do the definitions specifically include the following forms and types of records/archives?

2.6.1 Cartographic (maps, charts, aerial photographs, etc.) Yes ☐ No ☐

2.6.2 Architectural (plans, drawings, blueprints, etc.) Yes ☐ No ☐

2.6.3 Photographic (still pictures, motion pictures, video tapes, microforms, etc.) Yes ☐ No ☐

2.6.4 Sound recordings Yes ☐ No ☐

2.6.5 Machine-readable (tapes, discs, etc., and related software) Yes ☐ No ☐

2.7 Are the definitions of records/archives sufficiently broad to include the above forms and types of material, without their being specified? Yes ☐ No ☐

2.7.1 Have the scope and applicability of the definitions been subject to official interpretation?

Yes ☐ No ☐ If yes,

2.7.2 By judicial decision Yes ☐ No ☐

2.7.3 By legal opinion Yes ☐ No ☐

2.7.4 By administrative elaboration Yes ☐ No ☐

2.8 Does the Act or do the regulations extend the legal jurisdiction of the archival institution over all records of the national (central) government? Yes ☐ No ☐

If 'no', please list agencies and/or types of records specifically excluded: _____

_____

_____

_____

2.9 Does the Act or do the regulations extend the legal jurisdiction of the archival institution over all government records at the:

2.9.1 Provincial, or comparable, level Yes ☐ No ☐

2.9.2 Municipal/local level Yes ☐ No ☐

2.10 Does the Act or do the regulations specifically include the right to inspect all government records (except as noted in 2.8 above) wherever located at the:

2.10.1 National level Yes ☐ No ☐

2.10.2 Provincial level Yes ☐ No ☐

2.10.3 Municipal/local level Yes ☐ No ☐

2.11 Does the Act or do the regulations forbid the destruction of any public records without the prior approval of the national archival agency or the national archivist at the:

2.11.1 National Level Yes ☐ No ☐

2.11.2 Provincial level Yes ☐ No ☐

2.12 Does the Act or do the regulations extend the legal jurisdiction of the archival institution over the documentary materials of (records and papers created and accumulated by):

2.12.1 Public corporations, parastatal and other semigovernmental bodies Yes ☐ No ☐

2.12.2 Industries and businesses Yes ☐ No ☐

2.12.3 Industrial, trade, other unions Yes ☐ No ☐

2.12.4 Universities and colleges Yes ☐ No ☐

2.12.5 Religious organizations Yes ☐ No ☐

2.12.6 Estates and families Yes ☐ No ☐

2.12.7 Personal papers Yes ☐ No ☐

2.12.8 Historical manuscript collections Yes ☐ No ☐

2.12.9. Other institutions, organizations, and/or types of documentary materials Yes ☐ No ☐

Please specify: _____

_____

_____

2.13 Does the Act or do the regulations:

2.13.1 Define all records as government property, and prescribe (or refer to specific provisions in the legal code that prescribe) penalties for the willful destruction, theft, mutilation and/or alteration of records

Yes ☐ No ☐

2.13.2 Authorize the archival agency to take custody, unless other disposal is directed by law, of all records of any public body upon the termination of its functions

Yes ☐ No ☐

2.13.3 Require the archival agency to approve the retention of records in originating offices beyond the normal date of their scheduled transfer Yes ☐ No ☐

2.13.4 Authorize the archival agency to determine that the records of certain bodies are public records

Yes ☐ No ☐

2.13.5 Create an official and continuing advisory body (board, commission, committee, council, etc.) to advise the government and the archival agency on policy matters involving records and archives, and on the development of the archival and records management programmes

Yes ☐ No ☐

2.13.6 Prescribe a uniform 'closed period' for all or most public records Yes ☐ No ☐

If 'yes', please indicate length of the closed period (years): _____.

Please indicate major exceptions, if any, to this closed period, listing those types of records restricted for longer periods as well as those restricted for shorter periods: _____

_____

_____

_____

2.13.7 Charge a fee for services, other than for making copies of materials in custody

Yes ☐ No ☐

If 'yes', please indicate the services for which the fees are charged:

_____

_____

_____

2.13.8 Prescribe the organization of the archival agency

Yes ☐ No ☐

2.13.9 Specify the qualifications of professional and technical personnel Yes ☐ No ☐

2.13.10 Authorize the archival agency to certify copies of archives in its custody Yes ☐ No ☐

2.13.11 Authorize the archival agency to adopt and use a unique seal in certifying copies of archives in its custody

Yes ☐ No ☐

2.13.12 Authorize the archival agency to recover strayed or stolen public records Yes ☐ No ☐

2.13.13 Forbid or regulate the exportation of archives and/or historical manuscripts Yes ☐ No ☐

2.14 Does the Act or do the regulations specifically require or authorize the archival institution to undertake the following archival functions and activities:

2.14.1 Appraisal and Disposal Yes ☐ No ☐

2.14.2 Accessioning Yes ☐ No ☐

2.14.3 Preservation and Repair/Restoration Yes ☐ No ☐

2.14.4 Arrangement and Description Yes ☐ No ☐

2.14.5 Reference Services Yes ☐ No ☐

2.14.6 Reprographic Services Yes ☐ No ☐

2.14.7 Publications Yes ☐ No ☐

2.14.8 Exhibitions Yes ☐ No ☐

2.14.9 Other archival functions/activities Yes ☐ No ☐

Please specify: _____

_____

_____

2.15 Does the Act or do the regulations specifically require or authorise the archival institution to undertake the following records management functions and activities:

2.15.1 Surveying and scheduling agency records Yes ☐ No ☐

2.15.2 Establishing and operating records centres Yes ☐ No ☐

2.15.3 Developing government-wide programmes for the management of correspondence, forms, reports and directives Yes ☐ No ☐

2.15.4 Developing government-wide programmes for the management of source data automation, automatic and electronic data processing, microforms and management information systems Yes ☐ No ☐

2.15.2 Developing government-wide programmes for the management of mail; of files; of files classification systems; and of office machines, supplies, equipment and space Yes ☐ No ☐

2.15.6 Developing a government-wide programme for vital (essential) records management Yes ☐ No ☐

2.15.7 Developing government-wide methods, norms and standards regarding records creation, maintenance and use, and disposal Yes ☐ No ☐

2.15.8 Training of agency records officers and records personnel Yes ☐ No ☐

2.15.9 Assisting agencies in developing records management programmes and evaluating such programmes Yes ☐ No ☐

2.15.10 Providing technical assistance to agencies with records problems Yes ☐ No ☐

2.16 Does the Act or do the regulations specifically require or authorize the archival institution to:

2.16.1 Acquire and maintain printed archives Yes ☐ No ☐

2.16.2 Acquire and maintain private archives and/or historical manuscripts Yes ☐ No ☐

2.17 Does the Act or do the regulations specifically assign essentially non-archival and non-records management duties and responsibilities to the archival institution (for example, legal deposit of all national publications; preparation of the national bibliography; operation of a museum or national documentation centre; oral tradition programmes, etc.) Yes ☐ No ☐

Please specify: _____

_____

2.18 Indicate, in priority order, what you regard as your most pressing needs with regard to additions, amendments, or other revisions in:

2.18.1 Legislation: _____

_____

2.18.2 Regulations: _____

_____

_____

_____

_____

_____

2.19 Additional comments on legislation and/or regulations:

_____

_____

_____

_____

_____

3. PERSONNEL

3.1 Permanent Archives Staff	(Past Year)	(Current Year)	(Coming year) (est.)
Total positions filled:			
3.1.1. Professional positions[1] (No.)	_____	_____	_____
3.1.2 Technical positions[2] (No.)	_____	_____	_____
3.1.3 Clerical positions[3] (No.)	_____	_____	_____
3.1.4 Others: (No.)	_____	_____	_____
Please specify: _____			
_____			
_____			
3.1.5 Vacant positions (No.)	_____	_____	_____
3.2 Supernumerary and occasional personnel (No.)	_____	_____	_____

1. Administrative and supervisory personnel, as well as persons classified, in one or more grades, as archivists.

2. Persons engaged primarily in technical operations such as restoration and reprography.

3. Include sub-professional or para-professional personnel who perform routine tasks involving archives, as well as secretary and typist positions.

3.3 Of the above totals please indicate how many staff members are engaged full-time in records management activities, including surveying and scheduling agency records and operating records centres:

	(Past Year)	(Current Year)	(Coming Year)(Est.)
3.3.1 Professional positions (No.)	_____	_____	_____
3.3.2.Technical positions (No.)	_____	_____	_____
3.3.3 Clerical positions (No.)	_____	_____	_____
3.3.4 Others (No.)			
Please specify: _____			
_____			
_____			
3.3.5 Vacant positions (No.)	_____	_____	_____
3.3.6 Supernumerary and occasional personnel (No.)	_____	_____	_____

3.4 Of the totals given in 3.1 above, please indicate how many current staff members have had a university education and formal archival training:

	University Education	Formal Archival Training*
3.4.1 Professional staff (No.)	_____	_____
3.4.2 Technical staff (No.)	_____	_____
3.4.3 Others (No.)	_____	_____
Please specify: _____		
_____		

3.5 Please indicate the needs of your institution, in priority order, regarding recruitment, education and training (professional and technical) and regarding career development:

_____

_____

_____

* Staff members who have completed a diploma, certificate or degree training programme, or who have completed archival training course(s) at the university level. Please note that one staff member with both a university education and formal archival training would be reported in both categories.

3.6 Additional comments on personnel (especially status-grades and salaries in comparison to positions elsewhere in the government or in the university requiring comparable education and/or training):

_____

_____

_____

4. BUDGET

4.1 Sources of Revenue. (Please give amounts in national currency, and indicate whether in units of hundreds, thousands, etc.)

	(Past Year)	(Current Year)	(Coming Year) (Est.)
4.1.1 Own budget	_____	_____	_____
4.1.2 Other sources	_____	_____	_____

Please specify:

_____

4.2 Expenditures

4.2.1 Personnel Costs	_____	_____	_____
4.2.2 Equipment, Supplies	_____	_____	_____
4.2.3 Capital expenditures (site(s), building(s))	_____	_____	_____
4.2.4 Total expenditures	_____	_____	_____

4.3 Comments on funding of archival and records management programmes for your institutions:

_____

_____

_____

5. BUILDINGS AND EQUIPMENT

5.1 Number of buildings occupied totally or in part by the archival institution: _____

5.1.1 Number of archival repositories: _____

5.1.2 Number of record centres: _____

5.1.3 Others (please indicate use): _____

_____

_____

5.2 Total square metres of floor space available to the archival institution in all locations (10.764 sq. ft. = 1 sq. m.): _____ sq. m.

5.3 Does the archival institution share its main repository building with any other agencies Yes ☐ No ☐ If yes,

5.3.1 Names of other agencies: _____

_____

_____

5.4 Total floor space (square metres) of main repository building: _____

5.4.1 Total floor space (square metres) available to archival institution in main repository building: _____

5.5 Date(s) main repository building was constructed: _____

5.6 Number of years archival institution has occupied the main repository building: _____

5.7 Was this main building specifically designed and constructed to serve as an archival repository: Yes ☐ No ☐

5.7.1 Total building cost: Equipped: _____: Unequipped: _____

5.7.2 Cost per square metre: _____

5.7.3 Have there been major additions and/or renovations to the building to accommodate archival functions and activities: Yes ☐ No ☐

If yes, please give dates and nature of the addition(s) and/or renovation(s):

_____

_____

_____

5.7.4 Type of building construction (concrete, stone, brick, etc.): _____

_____

_____

5.7.5 Number of floors (storeys) in the building: _____

5.7.6 Number of floors occupied by archival agency: _____

5.7.7 Floor load capacity (kg./m^2) in stack) (magazine, strongroom, etc.) areas: _____

5.7.8 Total number of elevators in building: _____

5.7.9 Number of passenger elevators: _____

5.7.10 Number of freight elevators: _____

5.7.11 Number of elevators in stack areas: _____

5.7.12 Does the building have windows in the stack areas. Yes ☐ No ☐

If yes, were measures taken at the time of construction or since then to prevent direct sunlight from entering through these windows Yes ☐ No ☐

5.7.13 Type of lighting (natural, incandescent, fluorescent) in the following areas:

Administrative/work areas: _____

Research room(s): _____

Exhibition area(s): _____

Stacks: _____

5.7.14 Is the building fully and continuously air-conditioned: Yes ☐ No ☐

5.7.15 Do all stack areas have continuous air-conditioning and humidity control: Yes ☐ No ☐

5.7.16 Does the building have a 24-hour guard force: Yes ☐ No ☐

5.7.17 Does the building have a burglar alarm system: Yes ☐ No ☐

5.7.18 Does the building have other security arrangements: Yes ☐ No ☐

Please specify: _____

_____

5.7.19 Does the building have an automatic heat/smoke/fire detection system: Yes ☐ No ☐

If yes, please specify type: _____

_____

_____

5.7.20 Facilities the building includes to extinguish fires:

Automatic water sprinkler system Yes ☐ No ☐

Hand (chemical/water) extinguishers Yes ☐ No ☐

Other (please specify): _____

5.8 Space availability and utilization (if shared with another agency, please add (s) after number of square metres):

Public areas	Total available (square metres)	Total utilized (square metres)
5.8.1 Public reception/lobby	_____	_____
5.8.2 Cloakrooms, lavatories	_____	_____
5.8.3 Research room(s). No. _____	_____	_____
Seating capacity. No. _____		
5.8.4 Reference library	_____	_____
5.8.5 Exhibition area	_____	_____
5.8.6 Auditorium/theatre	_____	_____
5.8.7 Other (please specify:	_____	_____
_____		
_____		
_____		
Administrative (staff areas)		
5.8.8 Offices	_____	_____

5.8.9 Conference/training room(s) _____ _____

5.8.10 Lounge/lunch/smoking room(s) _____ _____

5.8.11 Mailroom _____ _____

5.8.12 Supply storage _____ _____

5.8.13 Other (please specify): _____

_____

_____

Operations areas	Total available (square metres)	Total utilized (square metres)
5.8.14 Loading dock/receiving room	_____	_____
5.8.15 Fumigation, cleaning areas	_____	_____
5.8.16 Temporary storage (boxing, labelling area)	_____	_____
5.8.17 Restoration laboratory	_____	_____
5.8.18 Reprographic laboratory	_____	_____
5.8.19 Archives storage (stacks)	_____	_____
5.8.20 Other (please specify):	_____	_____

_____

_____

_____

5.9 Archives storage facilities	Total available (linear metres)	Total in use (linear metres)
5.9.1 Metal shelving		
. Open library type:	_____	_____
. Industrial type (bolted together):	_____	_____
. Mobile type:	_____	_____
. Other (please specify):	_____	_____

_____

5.9.2 Metal cabinets/cases	No. of units	Total linear metres (storage capacity)
. Steel filing cabinets (4, 5 drawers):	_____	_____
. Map and plan cases:	_____	_____
. Microform cabinets:	_____	_____
. Other (please specify):	_____	_____

_____

_____

5.9.3 Other storage equipment (please specify): _____

_____

Total linear metres of records stored in such equipment: _____

5.9.4 Estimated percentage of archival holdings stored in:

Archives/manuscript (acid-neutral) containers: _____ %

Cartons, other boxes (non-archival): _____ %

Wrapped Bundles: _____ %

Other (please specify): _____ %

_____

5.10 Preservation and restoration equipment facilities:	Yes	No	Year acquired
5.10.1. Vacuum fumigator or similar disinfection equipment	☐	☐	_____
5.10.2 Humidification chamber/equipment	☐	☐	_____
5.10.3 Records cleaning equipment (specialized)	☐	☐	_____
5.10.4 Deacidification equipment	☐	☐	_____
5.10.5 Thermoplastic laminator	☐	☐	_____
5.10.6 Hand lamintion equipment and supplies	☐	☐	_____
5.10.7 Encapsulation equipment and supplies	☐	☐	_____
5.10.8 Leaf-casting equipment	☐	☐	_____
5.10.9 Binding equipment	☐	☐	_____
5.10.10 Other (please specify):	☐	☐	_____

_____

_____

_____

5.11 Reprographic and Reference Service equipment and Facilities	Yes	No	Year acquired
5.11.1 Electrostatic copier(s): (No.) ____	☐	☐	_____
5.11.2 Microform reader(s): (No.) ____	☐	☐	_____
5.11.3 Microform/reader/printer(s) (No.) ____	☐	☐	_____
5.11.4 Microform camera(s)			
Planetary (No.) ____	☐	☐	_____
Rotary (No.) ____	☐	☐	_____
Step-and-repeat (No.) ____	☐	☐	_____
5.11.5 Microform developer/processor	☐	☐	_____
5.11.6 Still photographic equipment	☐	☐	_____
5.11.7 Motion picture viewing equipment	☐	☐	_____
5.11.8 Motion picture reproduction equipment	☐	☐	_____
5.11.9 Sound recording listening equipment	☐	☐	_____
5.11.10 Sound recording reproduction equipment	☐	☐	_____

	Yes	No	Year Acquired
5.11.11 Other (please specify): _____	☐	☐	_____

5.12 Automatic and electronic equipment

5.12.1 Automatic typewriter/word/text processing equipment	☐	☐	_____
5.12.2 Keypunch equipment	☐	☐	_____
5.12.3 Computer terminal(s) (No.) ____	☐	☐	_____
5.12.4 Other (please specify): _____	☐	☐	_____

5.13 Please indicate, in priority order, your most pressing needs with respect to space and equipment: _____

5.14 Additional comments on physical facilities: _____

C. HOLDINGS

Type of archives	Units	Holdings (at beginning of report year	Accessions (during report year	Transfers-out and internal disposals (during report year)	Holdings (at end of report year
6.1 Archives - Total	m				
6.1.1 of which total indicate quantity acquired by deposit, gift, purchase	m				
6.1.2 of which total indicate quantity of					
6.1.2.1 printed archives	m				
6.1.2.2 computer print-outs	m				
6.1.3 of which total indicate quantity of					
Contemporary records (created after 1900)	m				
6.1.4 of which total indicate quantity consisting of					
6.1.4.1 cartographic archives	m				
6.1.4.2 audio-visual archives	m				
6.1.4.3 machine-readable archives	m				
6.2 Cartographic Archives-Total	items				
6.2.1 of which total quantity acquired by deposit, gift, purchase	items				
6.3 Audio-visual archives-Total	items				
6.3.1 of which total indicate quantity acquired by deposit, gift, purchase	items				
6.3.2 of which total please give breakdown by type of audiovisual archives					
6.3.2.1. photographs	items				
6.3.2.2. motion pictures	items				
6.3.2.3 sound recordings	items				
6.3.2.4 other (please specify)	items				

Type of archives	Units	Holdings (at beginning of report year)	Accessions (during report year)	Transfers out and internal disposal (during report year)	Holdings (at end of report year)
6.4 Machine-readable archives- Total	m				
6.4.1 of which total indicate quantity acquired by deposit, gift, purchase	m				
6.4.2 Quantity of punched cards	m				
6.4.3 Quantity of tapes	items				
6.4.4 Other forms(please specify)	items				
6.5 Microforms - Total	items				
6.5.1 of which total indicate quantity acquired by deposit gift, purchase	items				
6.5.2 of which total indicate quantity of					
6.5.2.1 roll microfilm	items				
6.5.2.2 microfiche, other microforms	items				
6.6 Drawings and prints - Total	items				
6.6.1 of which total indicate quantity acquired by deposit, gift, purchase	items				
6.7 Seals and other three-dimensional objects - Total	items				
6.7.1 of which total indicate quantity acquired by deposit, gift, purchase	items				
6.8 Library material: Total shelving occupied:	m				
of which total acquired:					
6.8.1 for reference use					
6.8.1.1 Shelving occupied	m				
6.8.1.2 Volumes	No				
6.8.1.3 Microforms	items				
6.8.2 as legal deposit					
6.8.2.1 Shelving occupied	m				
6.8.2.2 Volumes	No.				

7. OPERATIONS

Function/Activity	Unit	Total Number during Report Year
7.1 Appraisal and disposal		
7.1.1 Agency records appraised	m	
7.1.2 Schedules approved	no.	
7.1.3 Agency records authorized for destruction	m	
7.2 Preservation and Restoration/Repair		
7.2.1 Records fumigated	m	
7.2.2 Records cleaned	m	
7.2.3 Stocktaking	m	
7.2.4 Records boxed, reboxed, labelled, shelved	m	
7.2.5 Restoration/repair		
7.2.5.1 Paper sheets	items	
7.2.5.2 Non-paper documents	items	
7.2.5.3 Bound volumes	No.	
7.2.5.4 Other (please specify)	items	
_____	items	

7.3 Arrangement and Description(holdings under finding aid control)	Unit	Beginning of Report Year	End of Report Year
7.3.1 Conventional Archives	m		
7.3.2 Cartographic	items		
7.3.3 Audio-visual	items		
7.3.4.Machine-readable	items		
7.3.5 Microforms (accessioned)	items		
7.3.6 Drawings and prints	items		
7.3.7 Seals, other objects	items		

7.4 Publications	Unit	Total No.during Report Year
7.4.1 Finding aids		
7.4.1.1 Titles	No.	
7.4.1.2 Total pages	No.	

Function/Activity	Unit	Total number during report year
7.4.2 Documentary publications (other than in microform)		
7.4.2.1 Titles	No.	
7.4.2.2 Total pages	No.	
7.4.3 Mictoform publications		
7.4.3.1 Titles	No.	
7.4.3.2 Total items (rolls, fiches, etc.)	items	
7.4.4 Other publications		
7.4.4.1 Titles	No.	
7.4.4.2 Total pages	No.	
7.5 Reprography and Reproduction (for preservation or other internal use)		
7.5.1 Microfilming (in thousands of exposures)	No.	
7.5.2 Microforms copies	items	
7.5.3 Electrostatic/photostatic copies made	No.	
7.5.4 Photographs and negatives reproduced	No.	
7.5.5 Motion pictures reproduced	No.	
7.5.6 Sound recordings reproduced	No.	
7.5.7 Machine-readable records reproduced	No.	
7.5.8 Seals, other objects reproduced	No.	
8. SERVICES		
8.1 Search room(s)		
8.1.1 Users (total)	No.	
8.1.1.1 Non-national users (in above total)	No.	
8.1.2 Visits	No.	
8.1.3 Storage units made available - total: of which total:	No.	
8.1.3.1 Conventional archives	No.	
8.1.3.2 Cartographic	No.	
8.1.3.3 Audio-visual	No.	
8.1.3.4 Machine readable	No.	
8.1.3.5 Microforms	No.	

Function/Activity	Unit	Total number during Report Year
8.1.3.6 Drawings and prints	No.	
8.1.3.7 Seals, other objects	No.	
8.2. Written and telephone enquiries - total:	No.	
8.2.1. Answered in writing	No.	
8.3 Loans of records(except for exhibitions)	No.	
8.3.1 For administrative use	No.	
8.4 Reprography and Reproduction(for users, sales, gifts, exchange, i.e. external use)		
8.4.1 Microfilming (in thousands of exposures)	No.	
8.4.2 Copying of microforms	items	
8.4.3 Electrostatic and photostatic copying	items	
8.4.4 Photographs and negatives copied	items	
8.4.5 Motion pictures reproduced	items	
8.4.6 Sound recordings reproduced	items	
8.4.7 Machine-readable records reproduced	items	
8.4.8 Seals and other objects reproduced	items	
8.5 Educational and Cultural		
8.5.1 Exhibitions(non-permanent)	No.	
8.5.2 Items exhibited	No.	
8.5.3 Visitors to exhibitions	No.	
8.5.4 Items loaned for external exhibitions	No.	
8.5.5 Visitors - other than for exhibitions, use of records	No.	

9. RECORD CENTRES

9.1 Facilities

9.1.1 Shelving available (total linear metres): _____

9.1.2 Shelving occupied (total linear metres): _____

9.2 Holdings	Unit	Beginning of Report Year	Accessions during Report Year	Transfers out/ Disposals during Year	End of Report Year
9.2.1 Total holdings	m				
9.2.1.1. Semi-current records	m				
9.2.1.2 Current records	m				

	Unit	Total Number during Report Year
9.3 Services		
9.3.1 Storage Units made available total		
9.3.1.1 Of semi-current records	No.	
9.3.1.2 Of current records	No.	
9.3.2 Storage units loaned: Total	No.	
9.3.2.1 To agency of origin/ transfer	No.	
9.3.2.2 To other agencies	No.	

RAMP and Related Documents

1. Unesco. General Information Programme. Expert Consultation on the Development of a Records and Archives Management Programme (RAMP) Within the Framework of the General Information Programme, 14-16 May 1979. Paris, Working Document (PGI/79/WS/1). Paris, Unesco, 1979. 19 p. Available also in French.

2. Unesco. General Information Programme. Expert Consultation on the Development of a Records and Archives Management Programme (RAMP) Within the Framework of the General Information Programme, 14-16 May 1979. Paris, Final Report (PGI/79/WS/II). Paris, Unesco, 1979. 36 p. Available also in French.

3. Manning, Raymond, Gilberte Pérotin and Sven Welander, comps, and eds. Guide to the Archives of International Organizations. Part I. The United Nations System. Preliminary version (PGI/79/WS/7). Paris, 1979. 301 p.

4. Cook, Michael. The Education and Training of Archivists -- Status Report of Archival Training Programmes and Assessment of Manpower Needs (PGI/79/CONF. 604/COL.2). Paris, Unesco, 1979. 71 p. Available also in French

5. Delmas, Bruno. The Training of Archivists -- Analysis of the Study Programme of Different Countries and Thoughts on the Possibilities of Harmonization (PGI/79/CONF. 604/COL.1). Paris, Unesco, 1979. 75 p. Available also in French.

6. Unesco. Division of the General Information Programme. Meeting of Experts on the Harmonization of Archival Training Programmes, 26-30 November, Paris, 1979. Final Report (PGI/79/CONF. 604/COL.7). Paris, Unesco, 1980. 18 p. Available also in French.

7. Roper, Michael. Democratic Republic of the Sudan: Establishment of a Technical Training Centre in Archival Restoration and Reprography (FMR/PGI/80/180). Paris, Unesco, 1980. 31 p.

8. Kecskeméti, Charles and Evert Van Laar. Model Bilateral and Multilateral Agreements and Conventions Concerning the Transfer of Archives (PGI/81/WS/3) Paris, Unesco, 1981. 34 p. Available also in Arabic, French, Russian and Spanish.

9. Silva, G.P.S.H. de. A Survey of Archives and Manuscripts Relating to Sri Lanka and Located in Major London Repositories (PGI/81/WS/4). Paris, Unesco, 1981 100 p.

10. Borsá, Iván. Feasibility Study on the Creation of an Internationally Financed and Managed Microfilm Assistance Fund to Facilitate the Solution of Problems involved in the International Transfer of Archives and in Obtaining Access to Sources of National History Located in Foreign Archives (PGI/81/WS/7). Paris, Unesco, 1981. 31 p. Available also in Arabic, French, Russian and Spanish.

11. White, Brenda. Archives Journals: A Study of their Coverage by Primary and Secondary Sources. (RAMP Studies and Guidelines). (PGI/81/WS/10. Paris, Unesco, 1981. 72 p. Available also in French

12. Pieyns, Jean. Feasibility Study of a Data Base on National Historical Sources in Foreign Repositories (PGI/81/WS/24). Paris, Unesco, 1981. 66 p. Available also in French.

13. Weill, Georges. The Admissibility of Microforms as Evidence: A RAMP Study (PGI/81/WS/25). Paris, Unesco, 1982. 84 p. Available also in French and Spanish.

14. Hull, Felix. The Use of Sampling Techniques in the Retention of Records: A RAMP Study with Guidelines (PGI/81/WS/26). Paris, Unesco, 1981. 64 p. Available also in French and Spanish.

15. Cortés Alonso, Vicenta. Perú: Sistema Nacional de Archivos y Gestión de Documentos: RAMP Proyecto Piloto (FM/PGI/81/110). Paris, Unesco, 1981. 56 p.

16. Crespo, Carmen. Republic of Argentina: Development of a Regional Demonstration and Training Centre at the School for Archivists, University of Cordoba (FMR/PGI/81/116 E). Paris, Unesco, 1981. 28 p. Available also in Spanish.

17. Ricks, Artel. Republic of the Philippines: RAMP pilot project for the establishment of a regional archives and records centre. (FMR/PGI/81/158). Paris, Unesco, 1981. 49 p.

18. Evans, Frank B. The Republic of Cyprus: Development of an archival and records management programme (FMR/PGI/81/166). Paris, Unescom 1981. 64 p.

19. Unesco. General Information Programme. Survey of Archival and Records Management Systems and Services 1982 (PGI/82/WS/3). Paris, Unesco, 1982. Available also in French.

20. Rhoads, James B. The Applicability of UNISIST Guidelines and ISO International Standards to Archives Administration and Records Management: A RAMP Study (PGI/82/WS/4). Paris, Unesco, 1982. 95 p. Available also in French and Spanish.

21. Unesco. Division of the General Information Programme. Second Expert Consultation on RAMP (RAMP II) Berlin (West), 9-11 June 1982. Working Document (PGI/82/WS/6). Paris, Unesco, 1982. 31 p.

22. White, Brenda. Directory of Audio-Visual Materials for Use in Records Management and Archives Administration Training (PGI/82/WS/8). Paris, Unesco, 1982. 71 p.

23. Tirmizi, S.A.I. Guide to Records Relating to Science and Technology in the National Archives of India: A RAMP Study (PGI/82/WS/12). Paris, Unesco, 1982. 84 p.

24. Cook, Michael. Guidelines for Curriculum Development in Records Management and the Administrations of Modern Archives: A RAMP Study (PGI/82/WS/16). Paris, Unesco, 1982. 74 p.

25. Unesco. Division of the General Information Programme. Second Expert Consultation on RAMP (RAMP II) Berlin (West), 9-11 June 1982. Final Report (PGI/82/WS/24). Paris, Unesco, 1982. 54 p. Available also in French and Spanish

26. Evans, Frank B. Malaysia: Development of the Archives and Records Management Programme (FMR/PGI/82/110). Paris, Unesco, 1982. 54 p.

27. Ricks, Artel. Philippines: RAMP Pilot Project for the Establishment of a Regional Archives and Records Centre (Report No.2) (FMR/PGI/82/161). Paris, Unesco, 1982. 24 p.